

Meeting Minutes, 11/15/06

Committee for Citizen Involvement

CCI Members Present: Chairman Basil Christopher, Rex Caffall, Sue Carver, Kelly Johnson, Brian Kelly, Bill Scheiderich

CCI Members Absent: Stacie Yost, Rick Parker, Cecilia K. Nguyen, Bev Froude

Staff Present: Marissa Daniels, Duane Roberts, Bob Roth, Carla Staedter

Guests Present: Gerri Mitagyow

1. Welcome and Introductions

Committee Chair Basil Christopher called the meeting to order at 7:00 PM.

2. Approval of Minutes

Basil asked committee members to forward any October meeting minute emendations directly to Duane. *[None received]*

3. Outreach to Pacific Island Community (Continued)

Marissa Daniels presented information found online about Micronesians United, a group providing assistance to Micronesians in Honolulu. Duane Roberts reported on the Social Services and community Events budget, as a possible funding source for outreach activities, if needed. Examples of funded projects are given in Appendix B.

Gerri Mitagyow appreciated the handout from Marissa. Gerri explained her ideal situation for Tigard Micronesians. She pictures making a connection with the Micronesian community by finding a location for Micronesians to come together. If the City could waive the room fee, Gerri would be willing to organize an event for Micronesian Families. Gerri's name and phone number has been given to Micronesian parents at Metzger School. She only received one call in return, but was not at home to receive it. She would like to organize her first event at Metzger School. At this meeting she would like to socialize and distribute resources.

Brian Kelly agreed that this is a great plan, and asked Gerri what the committee can do to help.

Gerri pictures her role as bringing the community together, if the City can waive its room fee. Gerri is also looking for advice on the best way to do outreach. Gerri hopes the committee can help her to connect with other minority groups, such as Cynthia mentioned last meeting.

Gerri reminded the committee that Micronesians in the United States are not immigrants. Micronesians tend to drift because they feel no particular attachment to the communities in which they reside. Gerri suggested that this may be the reason many Micronesians do not get involved in their surrounding community.

Duane let Gerri know the City can help take care of any fees. Also, he thought the school would be a better location to meet with Micronesian parents because it is geographically closer to the Metzger Micronesian Community.

Bob Roth asked Gerri if she thought Micronesian people wanted to settle down in this area. She replied that for her, most of her family is still in Micronesia. So the ties are strong, and she hopes to return someday. She noted that more and more people are coming from Micronesia to the US, for broader reasons than they did before.

Brian suggested a school would be a better place to meet than a church, so as not to make anyone feel uncomfortable.

Duane reminded everyone that the school is willing to help, and will be able to get the word out to the parents.

Brian wondered if the gathering would be more informational or social. Gerri was picturing a more social event for the first meeting, just to see how much interest there is in the community.

Kelly Johnson suggested icebreakers to get the ball rolling at meetings. Also, she suggested setting up a phone tree. She reminded the committee that all of the Micronesians who will be contacted are parents and most likely work full time. She believes that even if they are unable to attend the meeting, it is important that these people know what is out there. This way, if they ever do need advice, they would know where to turn. Kelly would love the Micronesian community to know that Tigard is a great place to stay. She wants Pacific Islanders to single out Tigard as an excellent place to live.

Brian believes that the committee's role is to support Gerri in any way they can. He wants to make available to the Micronesian community what is available to all Tigard residents, even if the Micronesian community doesn't know it yet.

Gerri feels it is important to have a place for Micronesians to come and feel comfortable.

Brian suggested another resource is the Metzger Park Community Center, although it is not in Tigard. During the day, the door to the community center is often open. This may be another potential place for Micronesians to get information they may

need. Basil asked if the City of Tigard provides any services to Metzger. Duane replied that the Washington County is responsible for services in Metzger.

Basil asked if Gerri would be communicating solely through the schools. Gerri replied that she hopes to start there, but also use word of mouth to reach people. Basil suggested to Gerri that she think about what she wants future meetings to be like. What will be the goal of the meetings? He hopes to connect the Micronesian community to the rest of Tigard. He expressed that there is a comfort level in knowing your neighbors, both for Micronesians and other residents.

Duane reported that people are more responsive to phone calls or personal contact rather than letters or e-mail.

Rex Caffall suggested the school make the calls to Metzger parents. He explained the first generation is usually the most tied to their home country and children who grow up here feel like this is their home. Rex suggested that Gerri may feel as if she is floating between the two countries, but her children will feel tied to the United States.

Basil asked Gerri if she had a time frame for realizing her vision. Gerri said that she pictured the kickoff event occurring on a weekend until she finds help to organize a weekday event.

Brian told Gerri that the committee is more than willing to help her take care of any fees, he just thinks that attendance will be greater if she keeps the meetings in the Metzger area.

Duane spoke about the annual budget request intake period: an event needs to be planned by January or February in order to apply for funding. Gerri was concerned about community interest. She hopes to find two other people who want to help out before she plans an event.

Bob reminded the committee of family week. Duane managed the event two years ago. In his experience, big name groups tend to draw people from the community. Basil suggested Gerri find one other person to share the weight of the responsibility of planning an event. Basil had seven suggestions for Gerri, which he wrote on the whiteboard: 1. survey interest, 2. host a meeting at the school on a weekend, 3. advertise meeting, 4. Timing- spring? 5. List of Resources, 6. Invite guests to future meetings, 7. Ask school to help contacting those in the community.

Duane volunteered to contact the school district so that they will be anticipating Gerri's phone call.

Basil reiterated that the committee would love to help as is needed.

Kelly talked to the Parks and Recreation Advisory Board about Gerri's vision. The Board agreed to support Gerri's efforts in any way possible. Kelly asked Gerri to keep in touch with her so that she could keep the Board up-to-date. Gerri asked what she should prepare for the committee if she were to return. Basil let her know that the committee would like to have her attend future meetings so they could continue to support her; everyone agreed.

Gerri asked if the committee could help her copy flyers. Duane said the City could help. Rex suggested any meeting notices be sent home with school children. Duane asked if the information needed to be bilingual. Bob asked Gerri to call him, so that he could help her to get the word out. Again, Basil invited Gerri to come back. Bob said that he could also try to contact some translators to help put together a flyer. Kelly suggested getting a map of Tigard and have meeting attendees put a pin on where they live, and another map of the Federated States of Micronesia to do the same thing. Gerri wants to entice Micronesians with food and drink. Brian said that Pacific University has a luau every year, and they are also a potential resource if eventually the Micronesian community were to put something on for the rest of the community. Duane is concerned about funding because many performance groups charge a fee. Geri said that there is a dean at PCC from Hawaii who has been to her island. Gerri wants to contact him for advice.

4. Volunteer Job Descriptions

Basil introduced Bob Roth, Volunteer Program Development Specialist, and Carla Staedter, Public Works Volunteer Coordinator, to the committee. He invited them to the committee to discuss volunteer job descriptions. He suggested that these be brief descriptions of what can be expected in each volunteer position.

Bob asked if it would be okay to give some background information before he got into the job descriptions. Basil said this was fine. Bob described the Volunteer Program Staff's role in recruiting volunteers and expanding departments' capacity to utilize volunteers. There is a lot of variation between departments, and between seasons in terms of the need for volunteers. Potential volunteers may be overwhelmed with the amount of information they receive, making it more difficult to increase awareness and participation in local volunteer opportunities. When potential volunteers skim written information about volunteer opportunities they may make participation decisions based on incomplete or misunderstood information. Carla gave the example of Peer Court volunteers in which a job description is necessary. However, sometimes for a position such as restoration work, volunteers may be turned away by a job description. Individuals who are unable to plant may volunteer in other positions at restoration events. [For the record, Bob later clarified that some volunteer opportunities such as restoration projects do not need volunteer descriptions, since their tasks are less complex.] Carla reminded the committee that she is trying to serve both the needs of the city and the needs of the

volunteers. She may modify positions to ensure they are a good fit between the volunteer and department.

To clarify, Brian gave an example of the volunteer Library Shelver position; does this position require a time commitment of 2 hours per week or per month? By leaving descriptions open ended Carla feels she is able to be more flexible and fit the right person to the job. Basil suggested that his request comes from the standpoint of a volunteer who would rather be able to see what is out there, instead of just being assigned to what is available at the moment.

Bob distributed copies of the current community volunteer opportunities list. Carla reported that CityScape is the periodical most widely read by Tigard residents, and that this is where to find out more about volunteer positions. Carla asked where the committee was hoping to see the position descriptions published. Kelly suggested the descriptions be more general to advertise the position to potential volunteers. For example, the gift shop job description should make the position sound more appealing to the volunteer.

Bob asked the CCI to help him move the volunteer program forward by asking departments to incorporate volunteer placements into annual and strategic planning. [For the record, Bob wanted to include that when volunteer involvement is incorporated into long range planning, volunteer, outreach and partnership development can better reflect the long term needs and opportunities of each department]. Public Works does this, per Carla. They know which departments can absorb volunteers, and those that cannot. They plan ahead for volunteers. For example, the library places fewer shelving volunteers, but more books are being logged accurately. This is because it was a drain on staff to train excessive numbers of volunteers, and supervision was limited. [The library shelving example demonstrates that more volunteers are not necessarily better for the department and service provision.]

Brian feels that there needs to be advertisement in more media outlets in order to draw in volunteers.

Carla feels that filling positions is a two way street. Sometimes she has to stop recruiting to ensure that they do not have more people than they can effectively supervise. There is a lot of targeted recruitment for certain events, such as calling on youth to assist in planting efforts, but large scale open recruitment is not always appropriate. Carla partners a lot with outside organizations such as SOLV and Clean Water Services to obtain and advertise volunteer positions.

Basil clarified that there are some descriptions available online, yet all positions are not listed because it is preferred by Bob and Carla [who see it as ineffective] not to

advertise every position all year long. Bob explained that, since volunteer demand varies, recruitment for specific positions is matched to the demand.

Bob discussed different categories of volunteer positions. Police reserve officers and library volunteers are ongoing positions. A new class of volunteers, telecommuting volunteers, has emerged recently. An example is a past volunteer who translated for the City through email. Presently, there are two assistant grant writers who will be volunteering by email. Citizens participate in the City Volunteer Program through a wide range of opportunities. Board, Committee, and Task Force members, as well as participants in the Neighborhood Watch Program, are all volunteers.

Bob does believe that it is important to provide detailed job descriptions for Board, Committee, and Task Force members. He asked how many in the CCI got a job description when they signed up for the committee. Kelly was the only one to reply that she had received one.

Basil reiterated that he is looking for an annotated list of all the volunteer positions. He would be less likely to call, and would rather pick out his own position. This way he could say that he is interested in this activity the next time it comes out or is available. Bob said that they have this for board and committee volunteer positions, but not for any other positions.

To clarify, Basil asked Bob and Carla if they had more than enough volunteers. Bob said that it is an issue of timing. To have the right volunteers at the same time you have appropriate work is tough. From Public Works, Carla can see where Basil got his initial impression of the system. Sometimes, there is a dire need to fill a position. Right now, the city needs painters to help with the water building. Carla said that she recruits constantly; she does not necessarily have too many volunteers. It is a matter of having the right people at the right time. Right now the Planning Commission has five vacancies and five applications. In the past, the Parks and Recreation Board had more applicants that it could appoint. Bob and Carla are trying to find alternative positions for applicants who are not selected for Boards and Committee in order to retain leaders in the volunteer pool.

Kelly suggested that as part of the neighborhood program, it would be nice to advertise neighborhood-specific volunteer opportunities. Bob pointed out that the online position list is not just City positions. For example, the Historical Society and the Senior Center advertise on the City Website. Part of Bob's job is to promote volunteering in general, so he provides support to outside agencies by advertising for them.

Basil believes that the current website is close to what he had in mind, although it is not as comprehensive as he was hoping for. There are event volunteer positions listed on this website when they come up. Bob intends the list to be a community resource,

not just a list of what the city needs. Carla said that there is also a staff component of matching the volunteers to specific duties.

There is another class of volunteers Bob wanted to mention, this is the intern category. For example, one student who was studying to be a police officer interned with the police department and was able to inventory Neighborhood Watch participation levels as part of her education.

Bob suggested that he could alter the website to include Kelly's idea of marketing each position with a "one liner". Kelly also suggested pictures along with descriptions, so that volunteers could picture themselves in the role. Carla reported that there is a changing age structure of volunteers, and they are increasingly younger.

Basil asked if volunteer survey cards were still in use. Bob and Carla both use some exit interviews to get unprejudiced responses from volunteers who leave a position early.

5. Recommend 2007 Council Goals

Duane explained the annual goal setting activity used by the Council. Duane suggested using some of last year's goals to recommend to this year's City Council.

Brian felt that Goal Number One from last year is still prevalent this year, referring to the implementation of the Neighborhood Plan. Also, he felt the Council should commit to moving ahead with the Downtown plan, actually taking action and not just talking about it.

Basil wants to set up a one hour town hall with Representative Galizio and Senator Ron Wyden. Kelly reported that Representative Galizio does his own "coffee talk" thing for Tigard residents. Basil wants this town hall to happen twice a year.

It was agreed unanimously that the CCI will recommend two goals to the Council:

1. Implementation of the neighborhood program.
2. A biannual Town Hall for Tigard residents with Representative Galizio and Senator Ron Wyden.

6. CCI Bylaws

Postponed, discussion moved to the January 17th, 2007 meeting.

7. Other Business / Announcements / Next Agenda

Drug Awareness workshop to be held in the Library Community Room Thursday, January 11th, 7 PM.

The Web position is still vacant; Duane will update the committee at the next meeting. Kelly suggested advertising the position on PDXmindshare.com.

Kelly asked the committee to think about whether or not they knew anyone who would be interested in serving on the Parks and Recreation Board as they have three vacancies to fill.

The February 20, 2007 annual joint meeting with the Tigard City Council date is convenient for all committee members present. Duane will confirm with City Council.

Meeting adjourned by Chairman Basil Christopher at 8:45 PM.